

Disciplinary Procedure to Support the Silverdale Village Players Code of Conduct

Purpose and Scope

We are a group of enthusiastic performers, creators and supporters who come together to celebrate the joy of amateur theatre. Our **Code of Conduct and Safe Guarding Policies** explain the standards of behaviour that our society expects. The purpose of this **Disciplinary Procedure** is aimed at working alongside both of these policies.

It describes how complaints or concerns about behaviour will be handled, what sanctions may apply and who will implement them.

Principles

The Society will:

- Act fairly, consistently and promptly.
- Take allegations seriously.
- Ensure that the welfare of children and young people is foremost.
- Protect confidentiality as far as possible.
- Communicate with all parties involved.

Process

When a concern is raised by any member or parent/guardian:

- A disciplinary panel, which would usually include a member of the committee, usually the Chair or Safeguarding Officer or if appropriate, the Director, will investigate the concern as soon as possible and will speak to the parties involved.
- For any concern regarding potential safeguarding of children, the Safeguarding Officer must be involved and local statutory authorities informed if required.

Misconduct is:

- Failure to follow the Code of Conduct.
- If the concern is deemed as serious misconduct, e.g. bullying, discrimination or inappropriate physical conduct, the procedure can move directly to Stage 3.
- If the concern/complaint is deemed gross misconduct including criminal acts, serious harm to any member including children, immediate removal of membership and access to any activities may occur, and appropriate authorities informed.

Disciplinary Stages and Sanctions

Stage 1 – First Warning

Where appropriate, concerns should first be addressed informally. The disciplinary panel should:

- Speak calmly and privately to the person involved.
- Offer guidance.
- Agree steps for improvement and/or resolution.

Stage 2 – Final Warning

If behaviour continues which contravenes the Code of Conduct or a more serious offence is committed:

- A formal meeting will be held with the individual involved and members of the disciplinary panel and if appropriate with parents or guardians of that individual.
- Clear expectations will be set and agreed.
- A written summary of this meeting will be given to the individual or in the case of a child, a copy will be given to the parents or guardian of that individual.

Stage 3 – Final Action

If the agreed expectations from Stage 2 are not met or there are incidents of serious misconduct or gross misconduct the committee may:

- Remove someone from a production.
- Suspend membership.
- End membership.

Appeals and Complaints

If you believe the disciplinary decision was unfair or procedurally flawed, you can:

- Submit a written appeal to the Committee or (Chair if not previously involved) within 14 days of receiving the decision.
- The appeal should set out reasons and any supporting information.

An appeal will be heard by a panel of at least two committee members not involved with the original decision. The appeal outcome will be final.